

Non-Profit Application for participation in the SunTrust Sunday Jazz Brunch 2014

SunTrust Sunday Jazz Brunch. The first Sunday of each month, 11:00 AM – 2:00 PM along the historic New River in downtown Fort Lauderdale.

- 4 stages of FREE entertainment.
- Food and beverages can be purchased from local restaurants and vendors
- Selective unique craft vendors also display their wares during event hours.

Call our 24-hour hotline at 954-828-5363 for more information or updates for the event.

To be considered for participation a group must be 501 (C) (3) and only those non-profit groups that are appropriate for this event will be selected. In most cases we will accept applications on a first come first serve basis. We will take into consideration a special month in which to showcase your non-profit and/or promote an upcoming event. **We do not have competing Non-Profits.** The completed package must be received in our office two weeks prior to the first month in which you are requesting to participate.

EVENT GUIDELINES:

The following guidelines have been established to provide a clean environment and ambience for the patrons.

- ♪ The city will provide a tent, table and (2) chairs, if you are the featured charity.
- ♪ It is the group's responsibility to supply all table covers, display materials, banners/signage, and (if needed) electric cords, cash drawers, etc. Electric availability very limited request in advance.
- ♪ If you bring your own tent please double check that it meets event standards. In most cases, tents must be white. No covers allowed on top of other colored tents.
- ♪ All tables must be covered and skirted. Covers are required to match on all tables inside the booth. Material or covers with frayed edges are not permitted.
- ♪ All signs in booths must be made professionally and not hand written.
- ♪ All booths must remain open during all hours of the event. **Leaving early will affect returning to the event in the future.**
- ♪ Event set up begins at 7:00 a.m. All vendor and non-profit booths may begin at 7:30 a.m. and must be set-up by 10:00 a.m.
- ♪ **All vehicles must be removed from your booth location and parked in the designated parking area by 9:30am.**
- ♪ The event ends at 2:00 pm and breakdown begins at this time. Everything must be removed by 3:00 p.m. The Police or Parking Services may ticket anyone in violation.
- ♪ Groups must place all goods, tables and setups inside of the tent at all times. No exceptions. Boxes and packaging must be stored out of sight.
- ♪ If you are fundraising or promoting an upcoming event please list the details on the application. Groups will not be allowed to sell anything other than the goods listed on their application without prior approval. Unauthorized items are subject to removal from the booth at any time. No sales, use or possession of alcoholic beverages, tobacco products, or firearms is permitted.
- ♪ Groups are responsible for the removal of all set up materials and the cleanup of trash from the booth area. Trash receptacles are located throughout the event area.
- ♪ No Groups or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. Appropriate dress attire is required (men must wear shirts, swimsuits are not permitted). At least one member of the group manning a booth must be over the age of 18.

The City of Fort Lauderdale Special Events Staff has the right to control the “VISUAL IMPACT” and overall presentation of the event at its discretion. Groups that do not comply with the guidelines of the event will be asked to leave at anytime and will not be permitted to return. If it is determined by the Special Events Staff that a group’s display is detracting from the overall site presentation, a change or improvement will be required. The City has the right to relocate a Group’s booth assigned location at its discretion as needed for the overall event.

_____/_____
Initials

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Once the application is received and accepted you will be notified about your participation and booth location. Limited parking is available upon requests.

Each month that you wish to participate you must resubmit the application.

Cancellation Policy: In most cases, Special Events will not cancel in advance of the event. If severe inclement weather or extreme acts of nature are expected or encountered the event will be cancelled in advance. Check the 24 hour Special Event Hotline (954-828-5363) for immediate decisions on cancellation messages. If the event is cancelled by the Special Events Staff we will make every effort to move your group to another month if desired. Please be considerate of our efforts to help promote your organization and to notify us about cancellations. Should a GROUP "NO SHOW" or not cancel more than 2 business days in advance of the event either by call or email the GROUP will not be permitted to request future event dates. Please take the time to be organized with your participation.

If you have any questions or concerns please contact our Special Events Office prior to the date of the event. We appreciate your cooperation.

Debbie Bylica

Fort Lauderdale Parks and Recreation Department/Special Events

Attn: Jazz Brunch

1350 West Broward Blvd. Fort Lauderdale, FL 33312

dbylica@fortlauderdale.gov

(954) 828-4622 Fax: (954) 396-3699

Parks & Recreation Main Office: (954) 828-PARK

Fax: (954)828-5650

24hr Event Hotline & Weather (Cancellation) Updates (954) 828-5363

WEBSITE: www.fortlauderdale.gov/events

PLEASE INITIAL AND RETURN PAGES 1 & 2 WITH APPLICATION, KEEP A COPY FOR YOUR RECORDS AS A POINT OF REFERENCE.

____ / ____
Initials

NON-PROFIT / GROUP APPLICATION 2014



24th Annual SunTrust Sunday Jazz

MONTH REQUESTED: _____ Repeat Group? _____

Non-Profit/Group Name: _____

Contact Names (list 2): _____

Address: _____ City, State, Zip : _____

Telephone/Cell (list 2): _____ Fax: _____ E-Mail: _____

Website: _____ Event Promoting & date(if applicable): _____

MATERIAL TO BE DISPLAYED: _____

Items to be sold: _____

Do you have banner(s) to be displayed: _____ Do you have table cover(s): _____

How many parking spaces will you need (limited): _____ Names of drivers: _____

BOOTH SELECTION

Non-Profit 10x10 Tent (One group per month @ No Charge, space fills quickly, submit asap)

Non-Profit 10x10 Tent (\$41.50 with Exempt Certificate /or + \$2.50 tax) _____

Check here if you need a larger area than a 10 x 10 space (based on availability) _____

APPLICATION DEADLINE: As early as possible, as the courtesy non-profit space fills quickly. Applications received after the month requested is filled are subject to space availability. **All booths are assigned on a first come, first serve basis and at the discretion of the event staff. You may be required to show proof of your non-profit status. Submission of this form indicates your full acceptance of the terms listed in the EVENT GUIDELINES.

City of Fort Lauderdale Parks and Recreation Department
Mail to Attn: Debbie Bylica / Jazz Brunch
1350 West Broward Blvd
Fort Lauderdale, FL 33312

RELEASE: I the undersigned, do hereby forever discharge, release and hold harmless the City of Fort Lauderdale and its sponsors, of and from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damage to the person or persons or property of the undersigned while in the possession or under the supervision of the City of Fort Lauderdale. I hereby consent to all rules and regulations established for the event and understand that the Event Coordinator will have final authority. If accepted, I understand that my fee will not be refunded if all or part of the event is cancelled due to inclement weather or other acts of God over which the City of Fort Lauderdale has no control. I further understand that my fee will not be refunded if I am accepted and choose not to attend. I have read, understand and agree to the EVENT GUIDELINES.

I further grant the City of Fort Lauderdale permission to use any photographs or video of my participation in the event for any legitimate reasons.

Submitted this _____ day of _____, _____ Accepted this _____ day of _____, _____

Name & Title (Please print)

City of Fort Lauderdale

Signature

Signature

OFFICE USE ONLY: Date Received _____ By: _____